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3 August 1963

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MR. 

ACTIVITY REPORT FOR ARO/OP

Attached for your review is the statements of the activity of the ARO and Distribution Control Officer/OP.

I feel that it is an essential support function for the Office of Personnel operations and that it must be conducted at some point within Office of Personnel. The functions are such that they could be divided into three parts:

Records Management Activity  
Forms Management Activity  
Distribution Control Activity

However, I feel that they are so closely related that it is more logical to have them performed by one person or in one office at least because the same files service all the functions, and about the same outside contacts are necessary.

I recommend that consideration be given to locating the job (eventually) where clerical support can absorb some of the routine work such as typing and filing; with clerical support I am sure additional duties can be assigned to this desk if there is any loose function that could added to the job.

  
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